



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE ACADEMY  
USAF ACADEMY, COLORADO**

26 February 2001

**MEMORANDUM FOR 34 OG PERSONNEL AND TANDEM PARACHUTE ORIENTATION  
REQUESTORS**

**FROM:** 34 OG/CC

**SUBJECT:** USAFA Tandem Parachute Orientation Policy and Guidelines

1. This memorandum establishes the 34th Operations Group policy and guidelines for USAFA tandem parachute orientation jumps.

**2. PURPOSE AND OBJECTIVES.**

a. Provide a safe and motivational venue to gain firsthand exposure to the USAFA parachute operation.

b. To demonstrate the parachuting programs of USAFA and to gain an understanding of the leadership opportunities and operational impacts this operation has on participating cadets.

3. OPR. The 34 OSS is the 34 OG point of contact (POC) for all requests for tandem orientation jumps.

**4. GUIDANCE.**

a. In accordance with guidance from HQ AF/XO, tandem orientation jumps will be limited to military personnel only. Therefore, civilian tandem requests require staffing through USAFA/CC to HQ AF/XO, which would require a minimum of 2 months lead-time for coordination.

b. Tandems are performed IAW tandem equipment manufacturer guidelines and tandem instructors will be appropriately rated on each system.

c. The 34th Operations Group Tandem Program is a unique opportunity for select individuals and small groups to perform a jump from USAF aircraft with the Air Force's premier parachuting team. It is important to remember that this program is to operate with minimal impact on the 98th Flying Training Squadron training mission.

## 5. SCHEDULING.

a. In accordance with current guidance from HQ AF/XOOT, the lowest level of approval for any tandem orientation jump rests with the 34 TRW/CC, and at times may require higher-level approval.

b. Submit request to 34 OSS via directorate POCs (current list may be found at [www.usafa.af.mil/34TRW/34OG/34OSS](http://www.usafa.af.mil/34TRW/34OG/34OSS)) no later than 14 days prior to desired jump date. Request may be emailed to [34\\_OSS\\_Airfield\\_Tours@usafa.af.mil](mailto:34_OSS_Airfield_Tours@usafa.af.mil), faxed to 34 OSS (x-3-6935), or submitted directly via the web site. The 34 OSS will initiate the approval process and let the requestor know the status once approved or disapproved.

c. When the orientation jump is approved/disapproved, the 34 OSS will notify the requestor, the appropriate flying squadron, and annotate the action on the schedule. 34 OSS will notify the requestor of the status NLT 4 working days from submittal. The notification will include who to contact if the jump was approved.

d. The individual, once notified, must take responsibility to follow up with the 98 FTS for his scheduled jump during postponements, cancellations, etc. 34 OSS will assist with notification for extensive delays with scheduling. If after 3 months the individual has not returned contact attempts, he will be dropped from the orientation jump schedule.

e. All individuals will be required to complete a medical survey and sign a Hold Harmless Agreement prior to their tandem orientation jump. These forms may be downloaded off the web site or attained at the 98 FTS upon arrival for the jump.

f. 34 OSS will determine the required support to facilitate the jump and will notify the appropriate agencies.

6. Contact 34 OSS at x3-3390 with any questions regarding these guidelines and procedures. For more information access the web site at [www.usafa.af.mil/34TRW/34OG/34OSS](http://www.usafa.af.mil/34TRW/34OG/34OSS).

// SIGNED //

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34th Operations Group